

Job Title:	Theatre Floor Coordinator
Job Type:	Full-time or part-time
Region:	Bundaberg, Queensland
Facility:	Mater Private Hospital Bundaberg
Closing Date:	Open until filled
Salary:	Permanent base hourly rate range of \$48.66 to \$52.13 Exclusive of superannuation and applications shift penalties. Applicable rate is commensurate with experience.

Enquiries Contact: Monica Mooney, Nurse Unit Manager
Email: Monica.Mooney@mater.org.au

About the role

Mater Private Hospital Bundaberg's perioperative services comprise of four operating complexes, four recovery bays, central sterilising and a dedicated Day Surgery Unit.

The Theatre Complex provides pre- and post-operative recovery room care, specialised endoscopic and laparoscopic procedures. Surgical casemix includes bariatric, dental, endoscopy, ENT, general surgery, gynaecology, ophthalmology, orthopaedics and urology.

Employed as a **Clinical Nurse** you will undertake the duties of **Theatre Floor Coordinator**.

As a Clinical Nurse you will provide advanced clinical and problem-solving skills, expert planning and coordination skills in the clinical management of clients with complex care needs, ensuring quality standards are met. This role works autonomously within perioperative care team and structure and is pivotal in the planning, managing and delivering of perioperative nursing care. You would provide clinical leadership for professional and clinical practice, education and research.

The role supports the perioperative Nurse Unit Manager by managing the passage of the patients through the Operating Theatres from holding bay to recovery.

Opportunities will be considered for **full-time** or **part-time**. Full-time would be preferred but welcome discussions as to how part-time could be accommodated if that is your preference.

If you are not familiar with Mater Private Hospital Bundaberg or the Bundaberg region, checkout the following links, including our Facebook page:

- <https://www.facebook.com/MaterPrivateHospitalBundaberg/>
- <https://www.mater.org.au/health/hospitals/mater-private-hospital-bundaberg>
- <https://www.bundabergregion.org/>
- [Bundaberg Regional Council – Bundaberg Regional Council](#)

What you'll be doing

As the Theatre Floor Coordinator your responsibilities will include, but are not limited to:

- Maintaining a high level of patient-centred care to surgical patients;
- Supervising and supporting all staff within the theatre team in collaboration with the Nurse Unit Manager;
- Coordination of care and services interdepartmentally between the surgical ward, Day Surgery, theatres, CSSD and Recovery;
- Building strong relationship with staff, offering expert guidance and mentoring with an emphasis on safety, opportunity, education, standards and excellence in customer service; and
- Contribute to meeting the departmental strategic and operational goals.

About you

You will bring a strong clinical skillset working in an acute care setting with experience working in Operating Theatres. Your ability to supervise, lead, direct and motivate staff to achieve outcomes, and your well-developed planning, prioritisation and time management skills is what will set you apart from other candidates.

You will also have:

- current AHPRA registration as a Division 1 (Registered Nurse) with no practice restrictions;
- minimum of five (5) years' experience as a Registered Nurse working in an Operating Theatre environment with a comprehensive knowledge of how it functions;
- the ability to manage your time effectively to meet deadlines and recognise priority tasks;
- highly effective communication and interpersonal skills;
- sound knowledge of the ACORN standards;
- a commitment to be proactive and involved to ensure positive outcomes and foster a sense of engagement with patients, care givers, clinical teams (including Surgeons and Anaesthetists) and/or colleagues; whatever the case may be;
- digital and computer proficiency, extending to Microsoft 365 applications;
- full vaccination against COVID-19 and the ability to provide appropriate evidence as prescribed by [Services Australia](#) prior to commencement;

- ability to participate in an on-call roster as necessary; and
- Australian Citizenship, permanent residency, a current work Visa with no restrictions or an applicable ANMAC occupational code if seeking Visa sponsorship.

Interested?

To apply: go to <https://www.seek.com.au/job/54896600>

*****All applications must be submitted via SEEK and not directly to an internal source*****

Be sure to submit your application as soon as possible **as there is no nominated closing date**. Mater Bundaberg is keen to fill this role as soon as possible, therefore selection processes will be undertaken while the campaign is open with the view that it will be closed as soon as a suitable candidates have accepted these roles.

A conversation to respond to any queries regarding the role responsibilities, clinical and/or management exposure opportunities and working arrangements can be arranged by emailing your request to Tiffany.Ellsworth@mater.org.au.

Need to relocate? You can also email Tiffany.Ellsworth@mater.org.au to request a call to discuss what options may be available to you.

*****Mater will not accept CVs or introductions from Agencies except on invitation. Any unsolicited introductions will not be considered as valid for the duration of this campaign*****

Position Description

Position Title: Clinical Nurse			Agreement: Nursing	
Location: Mater Private Hospitals of Central Queensland			Classification: Level 2 Registered Nurse	
Ministry/Business Stream: Health			Reports Authority: in accordance with the organisational structure	
Original Date: 05/22	Version No: 1	Revision Date: 00/00	Position No.: Not Unique	Page 1 of 6 Page/s

1.0 Behavioural Standards:

The Clinical Nurse shall adhere to the Mater behavioural standards that include the Mater Mission, Values and Code of Conduct as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and action, and holding self and others to account for these standards.

2.0 Position Statement:

The Clinical Nurse ("CN") position provides advanced clinical and problem-solving skills, expert planning and coordination skills in the clinical management of clients with complex care needs, ensuring quality standards are met. This role works autonomously within the relevant healthcare team speciality and structure and is pivotal in the planning, managing and delivering of specialist nursing care. The CN provides clinical leadership for professional and clinical practice, education and research. The role supports in management activities including portfolio responsibilities where applicable.

3.0 Key Effectiveness Areas:

- 3.01 Mission & Values
- 3.02 Nursing Care & Clinical Expertise
- 3.03 Managerial Support
- 3.05 Other Responsibilities

4.0 Key Position Responsibilities:

4.1 Mission and Values

- Promote and adhere to the Mission and Values of Mater Misericordiae Limited;
- Participate in Mater celebration and traditions; and
- Attend Mission in-service when required.

4.2 Nursing Care & Clinical Expertise

- Provide direct high quality patient care applying clinical nursing skills and contemporary knowledge to support optimal care outcomes through care coordination, evaluation, collaboration and communication within scope of professional competence;
- Collaborate with patients and their care givers to identify anticipated healthcare outcomes and patient needs;
- Adhere to the documentation standards in accordance with Mater frameworks, policies, procedures and forms;
- Coordinate work functions

- Apply advanced clinical and problem-solving skills, expert planning and coordination skills in the clinical management of patients with complex care needs that promote optimal patient outcomes;
- Undertake comprehensive discharge planning to ensure patients and their support persons, where applicable and appropriate, are provided with adequate support through the provision of education, resources and appropriate community services access; and
- Act as a preceptor and mentor for colleagues and nursing students within the team when required.

4.3 Managerial Support

- Develop and maintain rosters for the approval of the Nurse Unit Manager, or equivalent, as required;
- Participate in policy, procedure and work instruction development, reviews and/or implementation;
- Support the Nurse Unit Manager, or equivalent, in managing the labour resources of the applicable healthcare team by:
 - Ensuring the team conducts themselves in accordance with the Code of Conduct;
 - Participating in or conduct recruitment, selection, induction and separation processes in accordance with organisational policies and procedures;
 - Identifying clinical and professional development and training needs of the clinical care team and advise and collaborate with appropriate stakeholders;
 - Undertake staff performance reviews and check-in conversations as required;
 - Promote a cooperative work environment and maintain open communication through effective interpersonal skills and appropriate forums; and
 - Actively participate in any succession planning initiatives.
- Allocate resources with regard and adherence to unit budget parameters and goals;
- Analyse data, and other source material, for the preparation of, or contribution to, reports as required; and
- Relieve in the Nurse Unit Manager, or equivalent, position as required.

4.4 Other Responsibilities

- Accept, adhere and promote workplace safety in accordance with the relevant legislation, standards, policies, procedures and model guidelines that promotes 'zero harm' for staff and 'zero preventable harm' for patients;
- Participate in creating an environment that strives for customer satisfaction;
- Participate in meetings and forums as required;
- Foster a cooperative work environment and maintain open communication through effective interpersonal skills and appropriate forums;
- Participate in and recommend quality activities aiming to improve work practices to exceed customer expectations;
- Fulfil required corporate, mandatory and professional development and competency requirements within stipulated timelines;
- Accept individual responsibility and accountability for own performance and professional development;

- Accept and adhere to all policies and procedures of Mater and your employment location; and
- Undertake other duties/responsibilities as directed by your direct Reporting Authority or other designated authority(s).

5.0 Qualifications and Experience:

Essential qualifications

- 5.1 Current registration with the Australian Health Regulation Agency ("AHPRA") as a Division 1 Registered Nurse;
- 5.2 Any other qualifications applicable to healthcare team speciality;

Desired qualifications

- 5.2 Postgraduate tertiary qualifications applicable to healthcare team speciality;

Experience

- 5.3 Minimum of 5 years' experience working as a Registered Nurse in the applicable healthcare team speciality;

Skills & Knowledge

- 5.3 Advanced level clinical and problem solving skills;
- 5.4 Planning and coordination skills in the clinical management of patient care;
- 5.5 Ability with work within a collegiate healthcare team structure; and
- 5.6 Awareness of, and involvement with, the National Safety and Quality Health Service Standards.